
MEMORANDUM

DATE: APRIL 3, 2024

TO: CHAIR NATHAN MACEK
AND MEMBERS OF THE PLANNING COMMISSION

FROM: KARL W. MORITZ, DIRECTOR
DEPARTMENT OF PLANNING & ZONING

SUBJECT: DOCKET ITEM #3 – SUP #2023-00106
406 EAST GLEBE ROAD –
AUTOMOBILE SALES USE

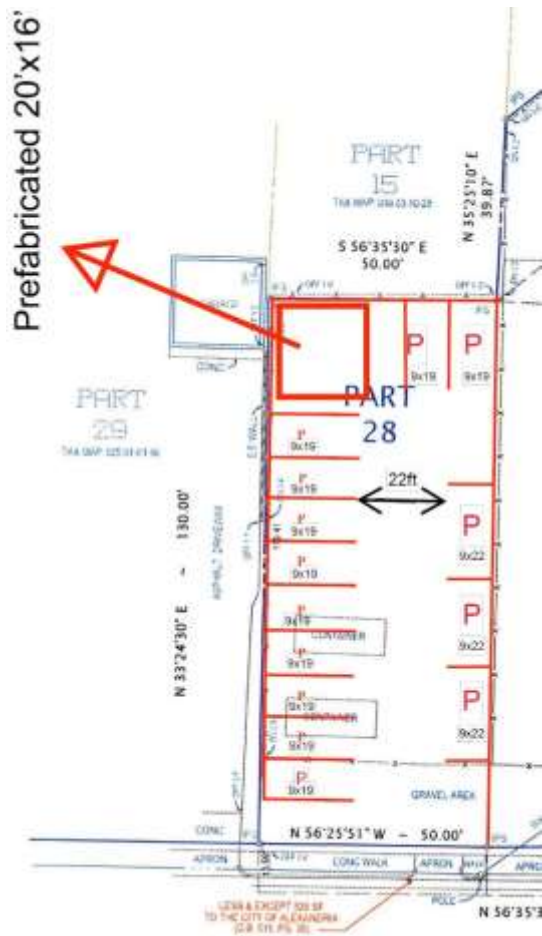
In this memorandum, staff responds to the Lynhaven Civic Association (LCA) letter of support with additional condition recommendations for Special Use Permit #2023-00106, which was emailed to the commission on April 2. The Special Use Permit (SUP) request is for approval of an automobile sales use at 406 E. Glebe Road. In its letter, the LCA made recommendations for additional conditions of approval to mitigate potential issues related to the effects of (A) vehicle parking along the sidewalk, (B) on-site lighting, (C) vehicle deliveries, (D) noise, and (E) vehicle idling. The civic association points with staff responses are listed below.

A. Removal of parking space next to sidewalk

The LCA requested removal of the southernmost off-street parking space, located immediately adjacent to the sidewalk along East Glebe Road, to enhance pedestrian safety. Staff and the applicant understand the association's concerns and support eliminating this off-street parking space bringing the total amount of off-street spaces to 14. Staff recommends amending Condition #2 to reduce the maximum number of spaces dedicated for sale vehicles to 13. Condition #3 would be amended to reference the new parking lot layout in Figure 4, which includes the one off-street space required for the proposed office use. Figure 4 would be replaced in the staff report with the image below.

2. **CONDITION AMENDED BY STAFF:** Vehicles for sale shall be limited to 13. (P&Z)
3. **CONDITION AMENDED BY STAFF:** The applicant shall maintain the parking area in good order through paving or gravel. Gravel shall be refreshed as necessary to maintain an orderly appearance and all gravel shall be contained on the lot. Parking spaces shall be marked with physical space markers if graveled or striping if paved, in accordance with the March 3, 2024 application submission (Figure 4), as revised on April 3, 2024, prior to the issuance of the Certificate of Occupancy. (P&Z)

Figure 4:



B. Site lighting

To mitigate any potential impacts on surrounding residences in relation to lighting at the subject site, the LCA recommended the addition of a new condition requiring that lights do not shine directly into nearby residential buildings and are adjusted as needed after they are installed. The staff finds that an additional condition is not required as Section 13-1-3 of the City Code requires the applicant to direct lighting away from residential properties and to confine it to the site it is intended to illuminate.

C. Vehicle deliveries

Regarding vehicle deliveries, the LCA requested the addition or modification of a condition to require that vehicles are individually driven to the site and not delivered via auto transport trucks. Given that the applicant builds his relatively small inventory from individual sellers, all for-sale vehicles would be individually driven to the lot. Due to this business model, to Condition #12, which prohibits any deliveries or loading/unloading between the hours of 11 p.m. and 7 a.m., and to Section 4-307(B) of the Zoning Ordinance, requiring that all loading and unloading operations shall take place entirely

within the site and not interfere with pedestrian routes and traffic, the staff finds the association's concerns regarding vehicle delivery would be sufficiently addressed without a condition change or amendment.

D. Noise

Regarding noise, the LCA requested the addition or modification of a condition to implement noise control measures that prohibit vehicle honking on site, provide for a no-engine revving policy, and keep inventory in good condition to minimize vehicle noise. Staff finds that existing Condition #13, in tandem with the noise control requirements detailed in Title 11, Chapter 5 of the City Code would adequately mitigate any undue noise impacts which may stem from operations at the site. As such, staff does not believe additional condition changes are necessary.

E. Vehicle idling

The LCA requested a condition addition or revision to prohibit vehicles from idling longer than three minutes. Staff believes this would be redundant given that Condition #9, requiring that odor or pollution is not a nuisance on neighboring properties, and Title 11, Chapter 5 of the City Code for noise control would sufficiently mitigate any odor or noise impacts from vehicle idling.

Staff has witnessed a favorable working relationship between the applicant and the civic association throughout the SUP process and anticipates this would continue after the business opens. Recognizing this, the applicant may elect to independently address LCA recommendations, which must remain in compliance with all City regulations.

Staff continues to recommend approval of SUP #2023-00106 subject to the existing conditions in the staff report and the recommended amendments to Condition #2 and #3 as detailed in this memorandum.